

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Request from [] for Information for DDCI Confirmation Hearing

FROM:

EXTENSION

NO.

DD/A Registry

DATE

89-0264X

Associate Deputy Director of Employment []

3 February 1988-

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Deputy Director for Administration

Rae:

2.

We had a real short deadline on this one so had it handcarried to [] at the same time you are getting this one. I provided Hank with a copy, too.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Request from [] for Information for DDCI Confirmation Hearing

FROM:

EXTENSION

NO.

DD/ Registry

DATE

3 February 1988

89-0264X

Associate Deputy Director of Employment

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. ADDA

Hank:

2.

We had a real short deadline on this one so had it handcarried to [] at the same time you are getting this one. I provided the DDA a copy as well

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

3 February 1989

Information for DDCI's Confirmation

Are We Reaching Recruitment and Retention Goals in the Agency?

STAT For the past several fiscal years, the Agency has been able to meet its overall hiring goals. In FY-87, we ended the year more than [] employees over ceiling. In FY-88, we were only 27 short of ceiling. At this time, we believe we will be close to ceiling at the end of FY89.

Despite these numbers, however, some disciplines or job categories have been more difficult to staff than others. Our most difficult targets are Operations Officers for our Career Training Program, engineers with three or more years of applicable experience for our technical programs, and secretaries. These are difficult targets for completely different reasons.

Operations Officers require a rare combination of skills -- high intellectual and academic achievement, an active interest in international affairs, experience in overseas living or desire to live overseas, knowledge of a foreign language, strong interpersonal skills, and a strong sense of dedication without the need for public recognition.

Entry-level and experienced engineers are difficult to attract primarily because of the somewhat less-than-competitive compensation package offered by the federal government as compared with that available in private industry.

STAT The secretarial goal is difficult to meet because of the large number of employees needed -- about 40% of our total position requirements ([] total full-time ceiling count requirements). These numbers, combined with the high cost-of-living in the Washington metropolitan area and the much lower number of people who are now acquiring secretarial skills in high schools and business schools, make achieving our hiring goal very difficult. We are increasing our efforts to attract the type of people we need.

According to predictions of future demographic changes, there will be fewer entrants to the workforce and a larger proportion of them may not have the level of skills required by the Agency. This will significantly increase the competition for recruits, especially minorities.

STAT
STAT From FY-84 through FY-88 annual separations (retirements and resignations) have averaged []. The separation projection for FY-89 is [] which is well within the average range. The FY-84 through FY-88 separation figures represent an average of [] of the Agency population which we consider very acceptable. However, considering the predicted demographic changes and resultant increased competition for skilled workers, the separation rate may increase in the future.